

02 December 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
02 December 1981

25X1 1. [] reassigned from OSO to Management Staff on 30 November 1981 to replace [] 25X1

25X1 2. [] on rotation to OD&E, resigned from the Agency on 20 November 1981 to accept a position in private industry.

25X1 3. [] on rotation to OSO, converted from MZ to R Career Service on 22 November 1981.

4. Effective 01 December 1981, the Department of State will permit access to the Main State Department Building only to those individuals possessing either a valid Department of State identification card or a Department of State building pass. Anyone not possessing one of these documents will be required to process through Department of State receptionists as a visitor.

5. Department of State building pass applications are available in ODP Admin.

6. Architects in the Field Engineering Branch/Office of Logistics are preparing a floor plan for ODP office space in the Credit Union Building. Upon completion, the proposal will be submitted to ODP for approval or revisions, as appropriate.

SIGNIFICANT EVENTS FOR THE COMING WEEK:

Nothing significant to report at this time.

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Chief, Admin Staff 25X1